

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: TECHNICAL AIDE

POSITION LOCATION: Statewide

MINIMUM QUALIFICATIONS:

- Associate's (or higher) degree or completion of two years (60 semester credit hours) of study at an institution of higher education OR the successful completion of an Arizona Department of Education approved Academic Assessment Test.
- At least two years' experience with blind/visually impaired, deaf hard of hearing and/or sensory impaired, multiply handicapped students.
- Experience relative to one or more of the following areas:
  - Audiology
  - Brailist
  - Bridges
  - Information Technology
  - Intervenor
  - Library
  - Low Vision
  - Media
  - Performing Arts
  - Physical Therapy/Occupational Therapy
  - Site Trainer
- Required to pass a background and fingerprint check.

MAJOR DUTIES AND RESPONSIBILITIES:

- Audiology – repairing or sending out hearing aids for repair, assistive listening devices; Braille writers, projectors, and audio visual equipment; analyzing hearing aids on an electro-acoustic computer analyzer; performing hearing aid maintenance and ear mold modifications.
- Brailist – Transcribe materials on a computer into Braille; monitor students on computerized equipment and prepare media materials; prepare instructional materials for visually impaired children.
- Bridges – Assist with implementing therapy programs developed by bridges specialists; assist in maintaining lab records on children receiving this service; maintain equipment for therapy; and monitor IEP goals.
- Information Technology – computer hardware and software trouble shooting; data entry and operating the help desk; providing technical support to ASDB as directed.
- Intervenor – advise on development and assist with implementation of the deaf-blind students IEP; creating instructional materials as needed; progress report data collection.
- Library – knowledge of dewey decimal system; knowledge of library computer

applications and internet; ability to perform library related clerical skills; ability to develop and write library lesson plans consistent with student abilities.

- Low Vision – log requests for low vision services; coordinate low vision clinics; serve as a central resource for ordering products; gather and summarize data for the evaluation of the effectiveness of the low vision program; administer screening tests, accurately record results, and carry out therapeutic programs.
- Media – Designing, developing, and locating teaching materials for instructional programs; operating video equipment for evaluation, instruction, and information; editing and producing video programs; operating and producing computer graphics.
- Performing Arts – operating and producing computer graphics; coordinating the scheduling of the use of PAC equipment, facilities, and services.
- Physical Therapy/Occupational Therapy – assist with implementing physical or occupational therapy programs developed by physical or occupational therapist; maintaining equipment for physical or occupational therapy.
- Site Trainer – transport, train and monitor students in a variety of community work sites; understand and effectively apply the concepts of supported employment; complete environmental inventories, task analysis, and student evaluations.

Complete other related duties as assigned.

**KNOWLEDGE AND SKILLS:** Have knowledge of the essential skills related to intervening for deaf-blind students; ability to work cooperatively and effectively in teams; knowledge of educational practices as they apply to educating deaf-blind students

**SPECIAL CONDITIONS/REQUIREMENTS:** Must utilize appropriate personal protective equipment as required